
Print Last Name, First Name, Middle Name

Tracking Code (Printed on your receipt)

Please mail this page and a copy of your receipt to the Board office:

GEORGIA STATE BOARD OF COSMETOLOGY

237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440

www.sos.ga.gov/plb/cosmetology

1. Education: High School Diploma _____ GED _____ or College or University Degree _____
(check one and attach documentation)

2. Cosmetology School: _____

Address: _____ City _____ State _____

Number of credit hours _____ Dates of attendance _____

Year graduated _____ Circle one: Cosmetology / Esthetician / Nail Care

Salon/Shop training: _____

Number of hours/dates of training? _____

Address: _____ City _____ State _____

3. License received on ____/____/____ in the state of _____.

I took a practical exam: ____yes ____no I took a written exam: ____yes ____no

4. List each state in which you currently or previously held a license:

A letter of certification from **each state board** where you currently hold or have ever held a license must be attached in a sealed envelope.

Please be familiar with the laws and rules of the Georgia State Board of Cosmetology including the section relative to RECIPROCITY at www.sos.ga.gov/plb/cosmetology.

Place passport size Photo here

Must be 2" x 2" (NO COPIES)

Photograph must be less than one year old.

Cosmetology Reciprocity Fact Sheet

(Keep for your records)

All out of state / country applicants must file a reciprocity application with the Georgia State Board of Cosmetology. Only individuals trained in a Cosmetology profession within a Georgia post secondary school(s) or a Georgia Salon/Shop apprentice program should be referred to D. L. Roope Administration Inc. to apply for examination. For Cosmetology examination information, contact **D. L. Roope** at 1-888-375-2020, or D. L. Roope Administrations, Inc., P.O. Box 631, Hampden, ME 04444-0631, Fax (207) 848-5511, or visit www.DLRoope.com. Contact D.L. Roope about the examinations, fees, dates, locations, exam content and grade notifications.

Non-Reciprocal States

Georgia does **not** reciprocate with California, Connecticut, Florida, Hawaii, Oregon, Washington State or New York. For all other states, reciprocity will be granted or denied on an individual basis in accordance with the law. Georgia may reciprocate with Florida if the applicant's license was issued prior to August, 1986 and all other requirements are met. Georgia may reciprocate with New York if the applicant's license was issued prior to June 1, 2001 and all other requirements are met. Georgia may reciprocate with Illinois if the applicant's license was issued prior to December, 1984 and all other requirements are met.

****Georgia does not reciprocate the nail technician license with Mississippi and South Carolina.**

Denied Reciprocity Applicants

All denied reciprocity applicants who may become eligible for licensure by examination will be provided a verification of eligibility letter from the Georgia State Board of Cosmetology to apply for examination with D. L. Roope Administration Inc. The verification of eligibility letter must be attached to their application for examination. Reciprocity application fee(s) remitted to the Georgia State Board of Cosmetology will remain active for one year. **The fee may be applied as the application for licensure fee once an individual has passed both the written and practical exams.**

Translation of Documents

****The Georgia State Board of Cosmetology requests that all "OUT-OF-STATE/COUNTRY APPLICANTS" provide a copy of the transcripts of training with an official translation. An applicant's documentation of education must be translated into English and must accompany this application. Translation of documents must be completed by a translator on the board approved list of translators; this list may be found on the Board's website under "Download Forms."**

Should an applicant have a CURRENT license in another state or country, or territory of the United States, or the District of Columbia, where SIMILAR RECIPROCITY IS EXTENDED TO THIS STATE AND THE REQUIREMENTS ARE SUBSTANTIALLY EQUAL TO THOSE IN THIS STATE and have paid to the division director a fee in such amount as shall be set by the board by regulation, the applicant may be issued without examination, a certificate of registration at the appropriate level, entitling him or her to practice cosmetology or the teaching of cosmetology at that level, UNLESS THE BOARD IN ITS DISCRETION, SEES FIT TO REQUIRE EXAMINATION SUBJECT TO THE TERMS AND PROVISIONS OF THIS CHAPTER. *See O.C.G.A. §43-10-9(d).* Applicants who do not qualify for reciprocity under this law may be required to take the Georgia cosmetology examination.

Master Level Required Training:

Cosmetologists:	1,500 hours (school) of at least nine months' duration
	3,000 hours (apprentice) of at least eighteen months' duration
Estheticians	1,000 hours (school) of at least nine months' duration
	2,000 hours (apprentice) of at least eighteen months' duration
Nail Technicians:	525 hours (school) of at least four months' duration
	1,050 hours (apprentice) of at least eight months' duration
Hair Designer:	1,325 hours (school) of at least seven months' duration
	2,650 hours (apprentice) of at least fourteen months' duration

Definitions:

Cosmetologist (Hair/Nails/Skincare) -any person who performs any one or more of the following services for compensation:

- Cuts or dresses the hair;
- Gives facial or scalp massage or facial and scalp treatment with oils or creams and other preparations made for this purpose, either by hand or mechanical appliance;
- Singes and shampoos the hair, dyes the hair, or does permanent waving of the hair;
- Performs nail care, pedicure, or manicuring services as defined in Georgia law, or
- Performs the services of an esthetician as defined in Georgia law.

Esthetician (Skincare only) - any person who, for compensation, engages in any one or a combination of the following practices, esthetics, or cosmetic skin care:

- Massaging the face or neck of a person;
- Trimming eyebrows;
- Dyeing eyelashes or eyebrows; or
- Waxing, stimulating, cleansing, or beautifying the face, neck, arms, or legs of a person by any method with the aid of the hands or any mechanical or electrical apparatus or by the use of a cosmetic preparation.

Hair designer (Hair only) - any person who performs any one or more of the following services for compensation:

- Cuts or dresses the hair; or
- Singes and shampoos the hair or dyes the hair.

Nail technician (Nails only) - any person who, for compensation, trims, files, shapes, decorates, applies sculptured or otherwise artificial nails, or in any way cares for the nails of another person.

HELPFUL HINTS FOR COSMETOLOGY RECIPROCITY APPLICANTS

Individuals coming from another country must provide the following copies of original documents along with a translation if not in English. All translations must be completed by a Georgia State Board approved translator(s). The list of approved translators may be found on the Board's website under "Download Forms."

You may be required to take both the written and practical examination. If you are required to take the examination, your reciprocity application fee will be applied toward the licensing fee (for a period of one year) upon certification that you have passed both parts of the examination.

Copies of Original Documents Are Required:

PROOF OF TRAINING:

- ___ Is your proof of training on letterhead/stationary?
- ___ Is it signed and notarized, and is there a seal on the document?
- ___ Is there a list of the subjects that you have taken and the number of hours for each subject?

PROOF OF LICENSING:

- ___ Did you include proof of licensing from the state / country, such as a copy of a current license and/or a letter from the licensing agency/authority?
- ___ Did you include a statement from the licensing agency/authority of the state / country that you passed a written and practical examination to obtain your license?
- ___ Did you include a statement from the licensing agency/authority of the state / country that reciprocity is extended from that state or country to licensees from Georgia?

PROOF OF SUCCESSFUL COMPLETION OF EDUCATION: (You must submit one (1) of the following):

- ___ Proof of 9th Grade Education (If licensed before July 1, 2000)
- ___ Proof of High School Diploma or General Education Diploma (If licensed after July 1, 2000)

PROOF OF NAME CHANGE

- ___ any legal document(s) which verifies your legal name change